

AGENDA

March 1, 2023

1. CALL TO ORDER

Pledge of Allegiance (Please stand)

2. ROLL CALL

3. ANNOUNCEMENT OF OPEN MEETINGS ACT

The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Phillipsburg Housing Authority has caused notice of this meeting to be published by having the date, time, and place posted in the Phillipsburg Housing Authority Lobby, the Phillipsburg Municipal Building Lobby, filed with the Phillipsburg Town Clerk, advertised in the Express-Times and on the Phillipsburg Housing Authority Website.

4. PUBLIC COMMENTS

5. APPROVAL OF THE MINUTES OF THE REGULAR MEETING ON FEBRUARY 1, 2023

6. BILLS – FEBRUARY 2023

7. COMMUNICATIONS

8. ADMINISTRATIVE REPORT

(Executive Director's Report)

9. REPORT OF THE SECRETARY TREASURER

- a. Move Outs
- b. Move Ins
- c. List of Applications
- d. Vacancy Report

10. REPORT OF COMMITTEES

- a. Finance/Bank Balances
- b. Personnel

11. NEW BUSINESS

RESOLUTION #: 2013 - APPROVAL OF JULY 1, 2021 – JUNE 30, 2022, AUDIT AND SUBMITTAL TO HUD FOR APPROVAL

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual report for the fiscal year ended June 30, 2022, has been completed and filed with the Commissioners of the *Housing Authority of the Town of Phillipsburg* pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and, specifically, the sections of the audit report entitled "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled "General Comments and Recommendations" in accordance with N.J.S.A. 40A:5A-17; and

NOW THEREFORE, BE IT RESOLVED that the governing body of the *Housing Authority of the Town of Phillipsburg* hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended June 30, 2022 and , specifically, has reviewed the sections of the audit report entitled "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

RESOLUTION #: 2014 - INTRODUCTION OF THE 2023 PHILLIPSBURG HOUSING AUTHORITY BUDGET AND APPROVAL FOR THE SUBMITTAL TO DCA & HUD

WHEREAS, the Annual Budget and the Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024 has been presented before the *Board of Commissioners of the Housing Authority* at its open public meeting on March 1, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,946,839.00. Total Appropriations including any Accumulated Deficit, if any, of \$5,382,490.00 and Total Fund Balance utilized of \$ 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$1,360,000.00 and Total Fund Balance planned to be utilized as funding thereof \$ -0-; and

WHEREAS, the schedule of rents, fees and other user charges in effect will produce sufficient revenues, together will all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulations or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2 does not confer any authorization to raise or expend funds; rather it is a document to be used as part of said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW THEREFORE BE IT RESOLVED, that the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg*, at an open public meeting held on March 1, 2023; the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2023 and ending 6/30/2024; hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Phillipsburg Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on **May 3, 2023**.

RESOLUTION #: 2015 - Approval of Write-offs for March 2023 for Amp I

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$20,229.52 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 14,353.91
Vacate Charges	\$ 4,270.27
Other monies owed	\$ <u>1,605.34</u>
TOTAL WRITE-OFFS AMP I	\$ 20,229.52

RESOLUTION #: 2016 - Approval of Write-offs for March 2023 for Amp II

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$3,206.70 for the following:

<u>Amp II</u>	
Rent Losses	\$ 2,133.42
Vacate Charges	\$ 923.28
Other monies owed	\$ <u>150.00</u>
TOTAL WRITE-OFFS AMP II	\$3,206.70

RESOLUTION#: 2017- APPROVAL TO AWARD ON-CALL PLUMBING SERVICES CONTRACT TO "MAGIC TOUCH CONSTRUCTION"

WHEREAS, the *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for the On-Call Plumbing Services; and

WHEREAS; the following proposal was received, and;

<u>Standard Rate</u>		<u>Weekend/Overtime Rate</u>		<u>Holiday</u>	
Plumber	\$128.50	Plumber	\$192.75	Plumber	\$257.00
Helper	\$108.50	Helper	\$162.75	Helper	\$217.00

WHEREAS, the proposal was reviewed for completeness and compliance, and;

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Proposal for the On-Call Plumbing Services to "*Magic Touch Construction*"; and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for On-Call Plumbing Services to "*Magic Touch Construction*" at the standard rate of \$128.50/Plumber, \$108.50/Helper, the weekend/overtime rate of \$192.75/Plumber, \$162.75/Helper, & the Holiday rate of \$257.00/Plumber, \$217.00/Helper.

RESOLUTION#: 2018- APPROVAL TO PURCHASE NATURAL GAS FROM "ENERGO ENERGY (MARATHON)"

WHEREAS, the *Housing Authority of the Town of Phillipsburg* hereby advertised for Bids for the Purchase of Natural Gas; and

WHEREAS, a reverse auction was conducted, and the following bids were received:

Energ Energy	\$0.7200 per therm 12 months	\$0.6650 per therm 18 months
Hudson Energy	\$0.7255 per therm 12 months	\$0.6699 per therm 18 months
UGI Energy	\$0.7292 per therm 12 months	\$0.6676 per therm 18 months

WHEREAS, "*Energ Energy (Marathon)*" was the lowest bidder, and;

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Bid for the Purchase of Natural Gas to "*Energ Energy (Marathon)*" and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the bid for the Purchase of Natural Gas to "*Energ Energy (Marathon)*" at the fixed term rate of 0.6650 per therm from 5/1/2023 to 11/01/2024.

RESOLUTION #: 2019 - APPROVAL OF PURCHASE ELECTRICITY FROM "AGGRESSIVE ENERGY"

WHEREAS, *Housing Authority of the Town of Phillipsburg* advertise for Proposals for the Purchase of Electricity, and;

WHEREAS, a reverse auction was conducted, and the following bids were received:

Aggressive Energy	\$0.09860 per kWh 12 months	\$0.09570 per kWh 18 months
Approved Energy	\$0.09951 per kWh 12 months	\$0.09588 per kWh 18 months
Constellation Energy	\$0.09940 per kWh 12 months	\$0.09589 per kWh 18 months
Direct Energy	\$0.09932 per kWh 12 months	\$0.09672 per kWh 18 months
Energ Energy	\$0.10050 per kWh 12 months	\$0.09690 per kWh 18 months
Harborside Energy	\$0.10100 per kWh 12 months	\$0.09860 per kWh 18 months
Nextera Energy	\$0.10198 per kWh 12 months	\$0.09885 per kWh 18 months
Hudson Energy	\$0.10070 per kWh 12 months	\$0.09890 per kWh 18 months
Shell Energy	\$0.09950 per kWh 12 months	\$0.09971 per kWh 18 months
Freepoint Energy	\$0.10152 per kWh 12 months	\$0.09983 per kWh 18 months
Energy Harbor	\$0.10570 per kWh 12 months	\$0.10380 per kWh 18 months

WHEREAS, "*Aggressive Energy*" was the lowest bidder, and;

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Bid for the Purchase of Electricity to "*Aggressive Energy*"; and

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for the Purchase of Electricity to "*Aggressive Energy*" at a fixed rate of **0.09570** per kwh from 5/1/2023 to 11/01/2024.

RESOLUTION #: 2020 APPROVAL TO AWARD ON-CALL ELECTRICAL SERVICES CONTRACT TO "MAGIC TOUCH CONSTRUCTION"

WHEREAS, the *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for the On-Call Electrical Services; and

WHEREAS; the following proposal was received, and;

<u>Standard Rate</u>	<u>Weekend/Overtime Rate</u>	<u>Holiday Rate</u>	
Mechanic \$133.50	Mechanic \$200.25	Mechanic	\$267.00
Helper \$103.00	Helper \$154.50	Helper	\$206.00

WHEREAS, the proposal was reviewed for completeness and compliance, and;

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Proposal for the On-Call Electrical Services to "*Magic Touch Construction*"; and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for On-Call Electrical Services to "*Magic Touch Construction*" at the standard rate of \$133.50/Mechanic, \$103.00/Helper, the weekend/overtime rate of \$200.25/Mechanic, \$154.50/Helper, & the Holiday rate of \$267.00/Mechanic, \$206.00/Helper.

RESOLUTION#: 2021- APPROVAL TO AWARD GROUNDS MAINTENANCE SERVICES CONTRACT TO "PAT'S LAWN CARE"

WHEREAS, the *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for Grounds Maintenance Services for Various Sites; and

WHEREAS; the following proposal was received and the rates are as follows:

Pat's Lawn Care, Inc.

Mowing, trimming, and blowing	Per cut	\$ <u>600.00</u>
Shrub trimming	Twice per year	\$ <u>1,200.00</u>
Weeding	Monthly	\$ <u>-----</u> will spray
Weed Spraying	Twice per year	\$ <u>500.00</u>
Mulch (after spring planting)	Spring	\$ <u>2,000.00</u>
Planting of Annuals	Spring - Zinca	\$ <u>12.00</u> per plant
	Number of Plants	<u>(250-300)</u>
	Fall - Mums	\$ <u>13.00</u> per plant
	Number of Plants	<u>(200)</u>
Spring and Fall Cleanup (leaves, branches, yard debris)	Spring	\$ <u>1,800.00</u>
	Fall	\$ <u>2,800.00</u>

WHEREAS, the proposal was reviewed for completeness and compliance, and;

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Proposal for the Grounds Maintenance Services for Various Sites to "*Pat's Lawn Care*"; and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the proposal for Grounds Maintenance Services to "*Pat's Lawn Care*" at the rates listed above.

RESOLUTION #: 2022 Approval of On-Call HVAC Maintenance Services proposal from "Mechanical Preservation Associates (MPA)" for all developments

WHEREAS, *Housing Authority of the Town of Phillipsburg* hereby has advertised for Proposals for HVAC Maintenance Services for all developments.

WHEREAS, the following proposal was received:

<u>Standard Rate</u>	<u>Weekend/Overtime Rate</u>	<u>Holiday Rate</u>	<u>Parts Markup %</u>
Mechanic \$105.00	Mechanic \$157.50	Mechanic \$210.00	25%
Helper \$ 95.00	Helper \$142.50	Helper \$190.00	

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the HVAC Services to "MPA" at the standard rate of \$105.00 per hour for mechanic, \$95.00 per hour for a mechanic's helper, with the weekend, holiday, overtime and parts markup rates as indicated above.

RESOLUTION #: 2023 - APPROVAL OF BOILER & HEATING MAINTENANCE SERVICES PROPOSALS FROM "Mechanical Preservation Associates (MPA)" FOR ALL DEVELOPMENTS

WHEREAS, *Housing Authority of the Town of Phillipsburg hereby* has advertised for proposals for Boiler and Heating Maintenance Services for all developments.

WHEREAS, the following proposals were received:

<u>Standard Rate</u>	<u>Weekend/Overtime Rate</u>	<u>Holiday Rate</u>	<u>Parts Markup %</u>
Mechanic \$105.00	Mechanic \$157.50	Mechanic \$210.00	25%
Helper \$ 95.00	Helper \$142.50	Helper \$190.00	

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Boiler & Heating Maintenance Services to "MPA" at the rate of \$105.00 per hour for mechanic, \$95.00 per hour for a mechanic's helper, with the weekend, holiday, overtime and parts markup rates as indicated above.

RESOLUTION #: 2024 APPROVAL AUTHORIZING THE DISPOSAL OF SIX (6) PHA VEHICLES

WHEREAS, the Housing Authority of the Town of Phillipsburg acquires vehicles required in the administration and public service of its organization; and,

WHEREAS, the Housing Authority of the Town of Phillipsburg retires vehicles that have outlived their usefulness and are fully depreciated; and,

WHEREAS, the Housing Authority of the Town of Phillipsburg is authorized to sell at Public Auction such vehicles in accordance with State and Local Laws.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Phillipsburg do hereby authorize the sale of the 2002 Chevrolet Silverado 2500 Pick-up with Salt Box (VIN#: 1GCHK24U72E168083) for \$4,200.00, the 1998 Ford Ranger (VIN#: 1FTYR10C3WTA31100) for \$1,375.00, the 2009 Ford F550 Stake Body with Plow (VIN#: 1FDAF57R49EA00230) for \$8,700.00, the 2004 Ford Econoline Van (VIN#: 1FTRE14W94HB37474) for \$3,125.00, the 2007 Ford Focus (VIN#: 1FAFP34N07W350657) for \$4,500.00, and the 2004 Dodge Stratus (VIN#: 1B3EL36T14N294132) for \$2,150.00. With the net proceeds from the Auction to be forward to the Housing Authority of the Town of Phillipsburg.

RESOLUTION #: 2025 Approval of ACC Amendment to its Capital Fund Program in the amount of \$2,123,532.00

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has received the 2023 ACC Amendment to its Capital Fund Program in the amount of \$2,123,532.00, and

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* are desirous of authorizing Thomas McGuire, the Executive Director, to execute the Amendment on behalf of the Phillipsburg Housing Authority and return same to the Department of HUD.

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby authorize the Executive Director, Thomas McGuire, to execute the 2023 ACC Amendment to the Capital Fund Program.

RESOLUTION #: 2026 - APPROVAL OF PAYMENT TO "MARK J. ZGODA, A/A PA"

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Mark J. Zgoda, A/A PA" and;

WHEREAS, "Mark J. Zgoda, A/A PA" is hereby requesting payment in the amount of \$720.00 for Architectural & Engineering Services for the Heckman Terrace, and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$720.00 to "Mark J. Zgoda, A/A PA" for Architectural and Engineering Services for the Heckman Terrace.

RESOLUTION #: 2027 - APPROVAL OF PAYMENT TO "O & S ASSOCIATES, INC."

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "O & S Associates, Inc."; and,

WHEREAS, "O & S Associates, Inc." is hereby requesting payment in the amount of \$1,000.00 for services rendered for the John F. O'Donnell Elevator.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$1,000.00 to "O & S Associates, Inc." for services rendered for the John F. O'Donnell Elevator.

RESOLUTION #: 2028 - APPROVAL OF THE PRUCHASE OF A VEHICLE THROUGH THE STATE CONTRACT

WHEREAS, *the Housing Authority of the Town of Phillipsburg* was in need of a new vehicle to enable staff to perform weekly Junk Work Order Pickups throughout the Phillipsburg Housing Authority Properties; and

WHEREAS, the housing authority purchased an F450 Dump Truck from "Nielsen Ford of Morristown, Inc." through the Co-op; and

WHEREAS, "Nielsen Ford of Morristown, Inc." is requesting payment in the amount of \$62,244.50 for the purchase of the F450 Dump Truck; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* hereby approves and authorizes said payment in the amount of \$62,244.50 for the purchase of the F450 Dump Truck.

12. COMMISSIONER COMMENTS

13. EXECUTIVE SESSION (if needed)

14. ADJOURNMENT